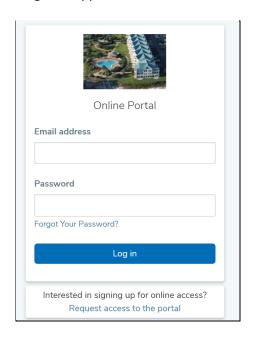
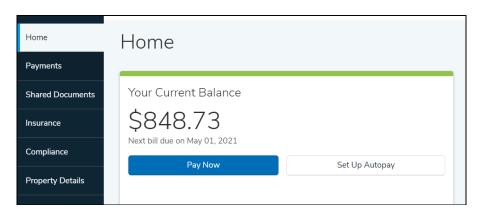


HOW TO SET UP PAYMENTS THROUGH APPFOLIO

- 1- Log into AppFolio with your email and password
 - a. Haven't logged in yet?
 - i. Go to coastlinemgmtllc.appfolio.com/connect select "create your password"
 - b. Logged in but forgot your password?
 - i. Go to coastlinemgmtllc.appfolio.com/connect select "forgot password"

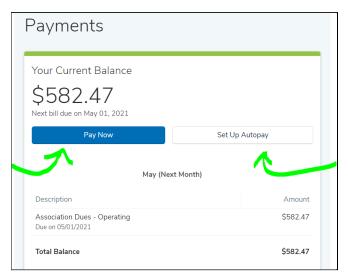


2. On the main screen called "HOME" you have a Menu to the far left, and in the center you can see your "CURRENT BALANCE".

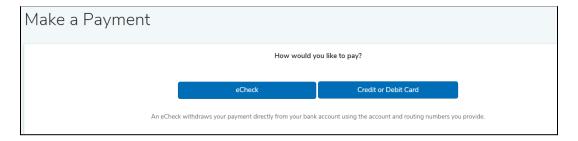


3. Under the menu – Select "PAYMENTS" or from the "CURRENT BALANCE" select "Pay Now / Set up Auto Draft"

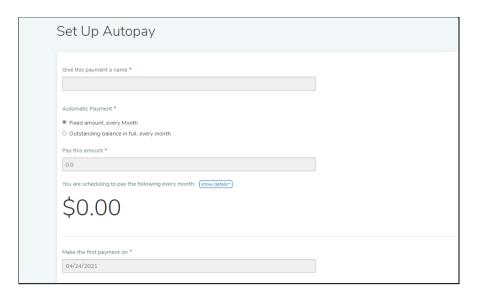
a) Under "Payments" is also where you will find a log of recent transaction under "Past Payments", you can also select "View full account ledger" for more details



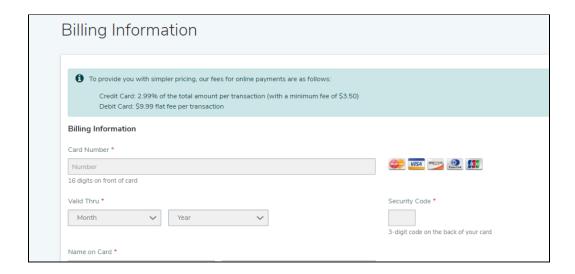
- 4. Pick your option of "PAY NOW or SET UP AUTO-PAY"
 - a) This screen will pop up



- 5. Select your preference and follow the steps entering in your payment type.
- a) Below is a sample of the Auto-Pay information

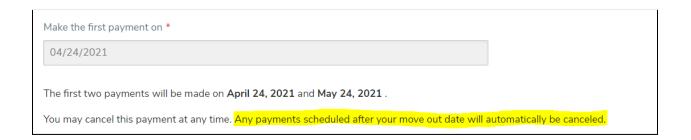


- b) Echecks have no additional fees, Debit and Credit fees are
 - 2.99% credit card of total (minimum fee \$3.50)
 - \$9.99 debit per transaction



6. Coastline CAN NOT cancel a payment at any time on your behalf. Please note the dates of the draft when signing up

a) The statement "Any payments scheduled after your move out date will automatically be canceled" means if you were to sell your unit and your account is deactivated in our system. AppFolio just calls it "move out" due to their other platforms they support



7. Any questions please contact me and I will be happy to assist!! Thank you for choosing Coastline. We appreciate your partnership.